



BACKGROUND

The role of the Superintendent requires that the Superintendent develop and keep current an Administrative Procedures Manual and develop and maintain consultative processes for the establishment and review of such procedures.

PROCEDURES

1. A review of all administrative procedures will be carried out through the Office of the Superintendent on an annual basis to ensure procedures are kept current and that they effectively facilitate the Superintendent carrying out the will of the Board and the requirements of the Minister and provincial legislation and that this review take into consideration the impact such procedures have on those directly affected. This annual review of administrative procedures shall include an opportunity for broad based input.
2. In addition to this process, a review of a specific administrative procedure may be initiated at any time by a formal request from a Parent Advisory Council, a school administrator or an employee who is affected by that procedure. The request for such a review shall detail the issues and concerns associated with the administrative procedure and, if possible, offer suggestions for revision. The Superintendent invites



- 3.4. In the event that the recommendation for change does not primarily impact one segment of the organization, central office senior administration will meet and consider who should ~~be~~ have input into the proposed recommendation.
- 3.5. There will be situations where input into decisions to revise, delete or add administrative procedures will be limited or nonexistent. For example; if there are Board directives, legislative changes or new directives from the Department of Education, formal consultation may not be initiated.
- 3.6. The above steps facilitate recommendations being made to the Superintendent relative to changes,